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| Name: | **c/o 201** |

**Alternative Recommender Notification**

You are welcome to find an alternative recommender (an additional teacher, administrator, staff member, employer, internship supervisor, community leader, club advisor, religious affiliate, etc.) to write the letter of recommendation in place of the ‘Counselor’ letter.

By completing and submitting this form to your counselor you are providing notification that someone other than your school counselor will be completing the written evaluation. **This form will notify your counselor to complete the School Report (SR).** Please ensure that the following steps have been followed in order to have an alternative recommender complete the written evaluation.

**Step 1** –The Common App gives you the option to submit an alternative or “other” recommender letter in place of the counselor letter. It is a great option for students who are actively involved in other organizations. There are two ways to upload the evaluation from your alternative recommender (select which one you will be doing below):

[ ]  Complete the information providing the recommender’s email address directly on the Common Application. The individual writing a letter of recommendation on your behalf will create an account on Common Application to upload their letter using their login credentials.

[ ]  Ask the recommender to send the letter directly to your counselor, who will then upload in place of a “counselor” letter along with the School Report.

**Step 2 -** Sign on to Naviance 🡺 CLICK Colleges tab 🡺 CLICK Colleges I am applying to 🡺 add your list of colleges here.

**Step 3** - After adding all colleges to your list, you can request transcripts through Naviance on the Colleges tab under Resources on the left-hand column. CLICK Transcripts 🡺 Request transcripts for my college applications.

**Step 4** – To notify your counselor that you are choosing this option, complete the Permission to Release School Records form and Alternative Recommender Notification (this form) so the School Report can be prepared. The forms can be found in the Counseling class on MyConnect.

**Step 5** - School Report will be uploaded to Family Connection where it will be ready to send electronically along with your transcript.

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| **Name of alternative recommender** | **Title** | **Email address** |

 *Student Signature Date*

 *Parent Signature Date*

THIS FORM MUST BE SIGNED AND RETURNED TO YOUR COUNSELOR IN ORDER TO COMPLETE THE SECONDARY SCHOOL REPORT AND ATTACH THE ALTERNATIVE LETTER OF RECOMMENDATION TO YOUR COMMON APPLICATION.